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TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER

30 PROVIDENCE ROAD
(508) 839-5335 FAX (508) 839-4602
www.grafton-ma.gov

DISABILITY COMMISSION

(Regular Meeting)

Thursday, October 21, 2021 – 6:30 p.m.

Minutes Approved 11-18-2021

Chair Roger Trahan opened the meeting and called to order at 6:36 PM. Trahan read the Grafton Public Meeting Remote Participation Guidelines, dated March 24, 2020 (subsequently extended June 16, 2021). We will be fielding questions via Chat feature. Also, written comments may be directed to disabilitycommission@grafton-ma.gov

Present: Daryl Rynning joined at 7:07 pm, Catherine Dore joined at 6:43 pm, Rob Polsinelli, Kristie Proctor, Bob Berger, Roger Trahan, Chair

Absent: Laura Deneen

Attendance by roll call:

Daryl Rynning	
Kristie Proctor	Y
Catherine Dore	
Laura Deneen	
Rob Polsinelli	Y
Robert Berger	Y
Roger Trahan	Y

1. Announcements

Rob Polsinelli shared that former Grafton resident Chaz Davis was the first, first-place winner in the Para-Athletic vision impaired division in the 125th Boston Marathon on Monday, October 11. Chaz Davis now lives in Brighton. Congratulations!

2. External Correspondence

None

Catherine Dore joined the meeting at 6:43 PM.

3. Meeting Minutes (September 30, 2021)

Action: Rob Polsinelli made a motion to approve the meeting minutes; Bob Berger seconded. Discussion to edit the minutes.

Daryl Rynning	
Kristie Proctor	Y
Catherine Dore	Y
Laura Deneen	
Rob Polsinelli	Y
Robert Berger	Y
Roger Trahan	Y

Chair Trahan declared the motion passed 5-0.

4. Old Business

- **MA Office on Disability's Municipal ADA Improvement Grant program FY 2022**
 - Grafton Public Schools (submitted prior to 10/8/2021 deadline)
 - ADA Self-Evaluation \$35,000 request
 - S. Grafton Elementary School playgrounds \$280,000 request
 - Grafton Public Library – assistive technology (submitted prior to 10/8/2021 deadline) \$52,776.25 request. Beth Gallaway and Kristie Proctor collaborated on writing the grant. The announcement will be made in December regarding its status. Kristie described the grant scope for purchasing assistive technology for users with vision impairments/blind and training for the library staff. The grant items include ZoomText software, large screen monitors, and software licenses.

- **Project Updates**

- Grafton Library - finally open as of 10/12/2021 with a temporary Certificate of Occupancy; currently landscaping the portion of the lawn facing the Common. Some furniture is on backorder. Three items are needed to be properly working to obtain a permanent Certificate of Occupancy.
- Any other project updates? The Common walkways look terrific.
- Mr. Berger followed up with information about the funds in the parking ticket account for handicapped spaces. The Town Accountant reported that the account has \$700.

Daryl Rynning joined the meeting at 7:07 pm.

- **Closed Captioning of meetings** (and recap of 10/20/2021 joint meeting with Grafton Cable Oversight Committee)

Roger Trahan reported that Kristie Proctor provided the draft meeting minutes from last night to the committee. Bob DeToma and Bob Berger will speak with Town Administrator Evan Brassard about our legal obligations to comply with the ADA.

Bob Berger talked with Evan Brassard, Town Administrator, today about instructing meeting chairs to set the meeting settings to close-caption town meetings. Bob DeToma is looking at variances to comply with ADA until such time the equipment is in place to close-caption (CC).

Daryl Rynning is looking forward to planning for the CC and how we can help with grant-writing and securing resources. Rob Polsinelli sent Roger Trahan an email today about how neighboring towns are closed-captioning their town meetings. MCD (Mass Commission for the Deaf) offers free trainings/services to towns. Gave an example from Mansfield. Daryl said that many companies offer these types of services and consultation to towns.

Bob Berger suggested we try this all for one channel (government) as a beta-test before we purchase equipment for all three channels.

Kristie is working with Joann Duncan in the Select Board's office to ensure that all town meetings are set up for closed-captioning.

Daryl brought up the live meetings do not accommodate captioning or transcriptioning, either. Need for a transcriptionist. Especially for town meeting twice a year. Roger offered the idea of sharing tablets with the software to display the captioning for town meeting participants who request CC.

Bob Berger mentioned the hearing assist equipment at the high school auditorium, and Conference Rooms A and F. What can we achieve at the next town meeting?

- Hearing assist
- Sign Language Interpreter

Reminder to include the invitation to ask for accommodations to fully participate in a meeting/event in advance. Advertise in print and on the web.

o **Fall Town Meeting logistics (10/18/2021)**

Roger attempted to ensure that the closed captioning was in place but it never came together. Masked speakers made it a struggle to hear.

Bob Berger shared the Town Clerk's web site advertising the Town Meeting – no notice or invitation to request accommodations – who is responsible? Discuss Bob's role as the ADA Compliance Officer versus the accommodation specialist (Grafton does not have this position).

o **Disability Commission charge** – review of terminology / language

Is scope too broad?

Item #2 of the charge.

Kristie suggested we throw out the charge and change the focus to the town's obligation to make an accessible environment.

Action:

Daryl made a motion: *Kristie Proctor and Rob Polsinelli will be a subcommittee, who will amend the Disability Commission's charge to reflect the current need to create accessible, inclusive, and welcoming environments to persons with disabilities in the Town of Grafton.*

Catherine Dore seconded.

Daryl Rynning	Y
Kristie Proctor	Y
Catherine Dore	Y
Laura Deneen	
Rob Polsinelli	Y
Robert Berger	Y
Roger Trahan	Y

Roger declared the motion carried by a vote of 6-0.

5. New Business

- Jen Anderssen – Kristie will reach out to her about the accessibility needs of *Grafton Celebrates the Holidays*.
- Follow-up with Evan Brassard about a library tour now that the building is open and furniture is in place - Kristie and Daryl.

6. Next Meeting

Regular Meeting - 3rd Thursday, November 18, 2021, at 6:30p.m.

Action: Bob Berger made a motion to adjourn the meeting; Daryl Rynning seconded. Chair Trahan took a vote:

Daryl Rynning	Y
Kristie Proctor	Y
Catherine Dore	Y
Laura Dineen	
Rob Polsinelli	Y
Robert Berger	Y
Roger Trahan	Y

Chair Trahan declared the motion passed, 6-0. The meeting adjourned at 8:02 PM

Adjourn

Respectfully submitted,
Kristie Proctor, Clerk

Link to the 10-21-2021 Meeting Packet

https://www.grafton-ma.gov/sites/g/files/vyhlif4461/f/pages/final_disability_commission_meeting_packet_10.21.2021.pdf



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**PUBLIC MEETING
REMOTE PARTICIPATION GUIDELINES**

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

In Advance of Meetings:

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.

- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

Essential Components for Remote Meetings:

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

Identifying the Proper Medium to Conduct Meetings:

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* – this account was purchased by the Town Administrator's Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)
 - At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.

- *Standard/Free Zoom Accounts* – Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free conference call line is an option. This option does not have a record feature so accurate minute taking is critical.
- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

Use of Zoom for Remote Access to Public Meetings

Zoom Video Communications, Inc. (“Zoom”) can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting’s agenda posted to the town calendar on the homepage of Grafton’s website, www.grafton-ma.gov.

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom’s “Record” feature.

Protocols for Remote Public Meetings Using the Webinar Feature

- All participants entering the meeting via a personal computer (“computer participants”) are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the “Participants” feature in Zoom to view all participants and to view/use the “Q&A” function to pose questions on the bottom of the screen.
- Computer participants may “Pin” to a particular video screen.

- It is recommended to “Pin” to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair’s video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.
- The Chairman will call the meeting to order.
- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
 - Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
 1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
 2. The Chairman will read real-time comments/questions typed by computer participants in the “Q&A” feature followed by real-time Board and/or applicant responses.
 - Computer participants must click on “Q&A” to enter their comment/question.
 - The staff or Chair will address the question live to the Board. It will be discussed and then marked “answered” by the staff or Chair.
 3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual “Waiting Room” by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.